

ANNUAL REPORTING REQUIREMENTS – MO SECRETARY OF STATE

The Missouri Office of the Secretary of State requires that your non-profit organization renew its state incorporation papers on an annual basis. Failure to complete and return the annual report form could place your state incorporation status in jeopardy.

The annual report form is mailed to your Registered Agent. Therefore it is critical that this person be active with your organization and that their correct address is on record with the Secretary of State's office. (To change your registered agent requires the submission of a form with the Secretary of State's office and a \$10 fee).

A non-profit organization isn't required to file an annual report during the first calendar year in which it is formed. For instance, a non-profit formed in March 2000 won't need to complete an annual report until the year 2001.

In May of each year, the annual report form is mailed to the non-profit organization's Registered Agent. The organization has until August 31st to complete and return the form, as well as enclose a \$15 annual renewal fee.

If the organization hasn't returned the annual report form by August 31st, the Secretary of State's Office will send the organization a reminder notice and a \$5 penalty fee will be assessed. The organization then has until November 30th to return the completed annual report form.

If the organization hasn't completed the annual report form by November 30th, the Secretary of State's office will inform the organization that they have been "administratively dissolved" and are no longer eligible to operate as a non-profit organization in Missouri.

The organization can request a "revision" form that will provide the organization with an opportunity to regain its non-profit status.

The Missouri Secretary of State maintains four offices throughout the state that can provide assistance with your non-profit corporation process. These offices are located at:

Missouri State Information Office
600 W. Main, P.O. Box 778
Jefferson City, MO 65102
(573) 751-4936

Wainwright State Office Bldg.
111 N. 7th St., Room 225
St. Louis, MO 63101
(314) 340-7490

Springfield State Office Bldg.
149 Park Central Square, Room 1019
Springfield, MO 65806
(417) 895-6330

Kansas City State Office Bldg.
615 E. 13th St., 5th Floor

Kansas City, MO 64106
(816) 889-2925

The MO Secretary of State web-site is located at: <http://mosl.sos.state.mo.us/>

Forms from the MO Secretary of State's office can be found at this site under Business/Investing then Corporations/Forms scroll down until you reach the "Not for Profit Corporations" listings.



Missouri Department of Health and Senior Services – CHART
P.O. Box 570
Jefferson City, Missouri 65102-0570
Phone: (573) 751-6412
Fax: (573) 526-7646
Web: <http://www.dhss.state.mo.us/CHART/index.html>